

Fiscal Year 2004 Supplemental Solicitation for Wetlands Program Development Grants

- *PROVIDED BELOW* - the required Format of Project Proposals, and the full text of the Wetland Program Development Grant Guidelines. Please note: the Wetland Program Development Grant Guidelines were previously issued in the Federal Register on February 10, 2004 (Volume 69, Number 27, Page 6284 - 6289; online at wais.access.gpo.gov); these same Guidelines apply to this FY 2003/2004 supplemental solicitation for the EPA Region 4 Wetland Program Development Grants.

Content and Required Format of Project Proposals:

- Please use 11-pitch Times New Roman font or larger for your proposal.
- Please organize your proposal as follows:
 - Title Page - 1 page in required format below
 - Abstract - 75 words or less; see content and format below
 - Proposal - **not to exceed 6 pages**; see content and format below
 - Map(s) of project area required - if applicable to the project type
 - Commitment letters for any 3rd party match

Page 1: Title Page

1. Project Title.
2. Name of Applicant.
3. Type of Organization. State, Tribe, Local Government
4. Funds Requested.
5. Non-federal Match
6. Contact Information. Name, address, phone number and, if available, fax number and E-Mail address of main point of contact.
7. Authorized Representative. Name, title, and phone number of individual(s) authorized to accept a grant on behalf of your organization.

Page 2: Abstract (maximum of 75 words or less)

1. Project Title.
2. Name of Applicant.
3. Funds Requested.
4. Non-federal Match. Amount and source.
5. Other Key Project Partners
6. Project Location. Hydrologic unit code (available at <http://cfpub.epa.gov/surf/locate/indix.cfm>) and latitude and longitude
7. Key objectives and products of the project

Page 3: Project Proposal (not to exceed 6 pages)

1. Project Type. Study, Demonstration, Survey, Investigation, Training or Experiment.

2. Project Objective. Explain the purpose of the study, demonstration, survey, training, investigation, or experiment. (e.g., Conduct a study to determine the causes and extent of water pollution in the Big Creek Watershed; or Demonstrate an effective approach to nutrient trading at the watershed level.)
3. Project Area. Describe project location, and if applicable, the hydrologic unit number, and latitude and longitude.
4. Environmental Issue(s). Explain the issue the project will address and why the project is needed.
5. Relationship to a Strategic or Long Term Plan, if applicable. e.g., Tribal Environmental Agreement, Performance Partnership Agreement, etc.
6. Capacity Building. If applicable, explain how the project will build or increase the capacity for long term protection or restoration of the watershed.
7. Project Description
 - a. Industry targeted, if applicable.
 - b. Work to be Completed. What activities are being funded by the grant and any matching funds to achieve the project objectives?
 - c. Roles and Responsibilities. Identify entities responsible for major project tasks if there are entities other than the applicant that have a significant role.
 - d. Project Milestones. Include a table or list of major tasks, including project completion, and provide timetable for completing tasks. State timeline in terms of “Months after the Grant Award.” For instance:

Task	Milestone	Responsible Entity
Organize a steering committee	2 Months after Grant Award	
Complete project	24 Months after Grant Award	
 - e. Environmental Outcomes. How will this project contribute to our long term goals of Clean and Safe Water and/or Healthy Communities and Ecosystems, or other short term outcomes?¹
 - f. Measures of Project Success. What qualitative or quantitative indicators will you use to measure the success of your project? Indicators must be measurable and related to environmental outcome.
 - g. Outputs. List tangible products such as manuals and reports you will produce.
 - h. Leveraged Resources. If EPA funds will be combined with resources from sources other than the applicant to support the goals of Clean and Safe Water and/or Healthy Communities and Ecosystems in the project area, list the source and amount of funds, or cost of other resources such as staff, and explain how the leveraged resources will be used to contribute to the goals. Leveraged resources are those above and beyond any 3rd party contributions included in the project budget as match.
 - i. Experience in Project Implementation. Describe previous projects your organization has completed, emphasizing the measurable environmental results of those projects. Include assistance agreement numbers for relevant projects funded by EPA Region 4. If no

¹The goals in EPA’s Strategic Plan relevant to this funding opportunity are:
 Goal 2 - Clean and Safe Water. Ensure drinking water is safe. Restore and maintain oceans, watersheds, and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants, and wildlife.
 Goal 4 - Healthy Communities and Ecosystems. Protect, sustain or restore the health of people, communities, and ecosystems using integrated and comprehensive approaches and partnerships.

- experience of this type, explain qualifications. Do not attach resumes or vitae.
- j. Confidential Information. Clearly label any information you consider to be confidential.
- k. Proprietary Information. Clearly label any proprietary information.
- l. Copyright Information. Clearly identify any copyrighted items to be developed with EPA funding or match which will be copyrighted.
- m. Key Project Personnel. **Include all contact information for key project personnel.**
- n. Budget. Use the budget formats on the next page to present your project budget.

Attachments:

- a. Maps of the project area. Required, if applicable to the project type.
- b. Letters of Commitment for 3rd party match. State the dollar amount of the commitment and whether the match will be made in cash or in-kind services such as staff time. If in-kind services, describe the activities to be conducted.

Proposal Format - Continued

Budget by Object Class

(Required for each proposal)

	EPA Funds	Applicant Non- Federal Match	3rd Party Non- Federal Match	Total
Salary (Itemize) ¹				
<i>For ex: Project coordinator: 2 staff years @ 40,000/year</i>	<i>\$65,000</i>	<i>\$15,000</i>	<i>0</i>	<i>\$80,000</i>
Fringe Benefits				
Travel				
Equipment ²				
Supplies				
Procurement Contracts ³				
Other Expenses				
Indirect Costs				
Project Total				

¹ Itemize staffing costs including the number of hours, type of position, hourly rate excluding fringe or number of staff-years, type of position, and hourly rate excluding fringe.

² For this budget, equipment is defined as tangible property that exceeds \$5000 per unit and has a useful life of one year or more. Explain in the project proposal why each piece of equipment is necessary.

³ List each planned contract or type of service to be procured. Itemize agreements and/or contracts between government agencies under "Other Expenses." If the total of "Contracts" to non-government entities exceeds 50% of the amount of funds requested, include a justification for this level of reliance on contractors.

Budget By Activity or Workplan Component

(Required if your project includes more than one major activity or component, such as Training and GIS Digitizing.).

Activity	EPA Funds	Applicant Non- Federal Match	3rd Party Non- Federal Match	Total
<i>For ex: Training</i>	<i>20,000</i>	<i>0</i>	<i>0</i>	<i>\$20,000</i>
<i>GIS Digitizing</i>	<i>45,000</i>	<i>0</i>	<i>0</i>	<i>45,000</i>
Project Total				

Note: The **Project Total** for the Budget by Object Class should be the same as the **Project Total** for the Budget by Activity or Workplan Component.

